

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2004/12/21 : CIA-RDP91M00696R000200080014-2

1 October 1976

MEMORANDUM FOR: All NIOs and Assistant NIOs

SUBJECT : Travel Plans

1. We have a requirement from OMB to provide travel plans for FY 1977 and FY 1978. The motive is to hold travel costs to the minimum consistent with the proper execution of the US Government's business. Because it is the business of the National Intelligence Officers aggressively to seek out consultations with producers and consumers of intelligence, with knowledgeable people in the academic and business communities, and with public groups that have a legitimate interest in the business of intelligence, it would be inappropriate for the NI staff to cut back arbitrarily on the number of trips its officers make. Indeed, the number perhaps should increase. Rather, savings should be sought in the expenses incurred while traveling.

2. To prepare travel plans for the next two fiscal years, may I ask for the following by COB, October 4th:

- a. The number of trips each of you made in FY 1976 to which areas of the world or to which areas of the US (northeast, midwest, etc.);
- b. The number of trips consultants made at your behest;
- c. The number of trips you anticipate making in each of the next two fiscal years in the same categories;
- d. The number of trips you anticipate by consultants in the next two fiscal years (please exclude Estimates Advisory Panel members or those participating in the competitive analysis experiment);
- e. Suggestions as to how expenses could be held down while traveling.

[Redacted Signature Box]

Executive Officer  
National Intelligence

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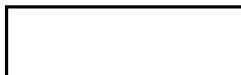
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